

# Final Performance Review

**OVERVIEW:** These are the skills and habits Right Track uses to evaluate an intern's overall performance on the job. All supervisors/interns are required to complete a performance review.

Supervisors complete the review online. You then review the results in a face-to-face meeting with the job coach and intern.

## Professional Attitude

The intern...

- ☒ Meets workplace expectations for punctuality and attendance.
- ☒ Meets workplace standards for dress.
- ☒ Is open to feedback on work performance and quality.
- ☒ Takes responsibility for his/her actions and does not blame others.

**SAMPLE – OFFICIAL FORM  
COMPLETED ONLINE**

## Work Initiative and Quality

The intern...

- ☒ Works on assigned tasks without getting distracted.
- ☒ Completes assigned tasks on time.
- ☒ Produces work that meets or exceeds expectations.
- ☒ Seeks out additional work when assigned tasks are done.

## Professional Communication

The intern...

- ☒ Confirms expectations and deadlines when receiving assignments.
- ☒ Actively seeks out feedback on work performance and quality.
- ☒ Communicates in advance of deadlines when facing delays or setbacks.

## Overall Performance

- ☒ I would recommend this intern for a similar position with confidence.
- ☒ Which skills, abilities, or habits stood out as particular strengths for this intern over the summer?
- ☒ Which skill, ability or habit would you most encourage this intern to improve upon as they prepare for the workforce?

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